

Developmental Disabilities Council

Meeting Minutes

Wednesday, December 4, 2019

DDDS Fox Run, 2540 Wrangle Hill Road, Bear DE

AND DDC Office, 410 Federal Street, Dover DE

6:00 – 9:00 p.m.

Members Present: Rick Kosmalski (Chairperson), Isabel Rivera-Green, Terri Hancharick, Michael Harris, Katie Howe, Jocelyn Langrehr, Nancy Lemus, Debra McCann, Daniese McMullin-Powell, Beth Mineo, Angela Mitchell, Laura Waterland

Members Absent: Maitri Campbell, Moni Edgar, Alvin Emory, Jr., Karen Gallagher, Derrick George, Laura Greene, Katie Macklin, Dale Matusevich, Joseph Merritt, Jr., Carrie Melchisky, Chris Oakes

Staff: Stefanie Lancaster, Kristin Harvey, Emmanuel Jenkins

Guests: Victoria Counihan (Deputy Attorney General), Catherine Pringle

- I. Call to Order** - Rick Kosmalski called the meeting to order at 6:49 p.m
- II. Approval of Minutes – September Council meeting minutes** – A motion was made by Terri Hancharick to approve the September Council meeting minutes. A second was made by Nancy Lemus. The minutes were approved as submitted. Angie Mitchell abstained from the vote.
- III. Approval of the Agenda** – The agenda was approved as submitted.
- IV. 5 Minute Public Comment Period** – There was no public comment.
- V. Chair’s Report** – Rick Kosmalski reported that he would like to suggest that for future Council meetings that an Executive Committee meeting be scheduled on the same day as the Council meeting at the same time with the same agenda. This way if there isn’t enough quorum to hold a full Council meeting, then the Executive Committee can still meet and vote on time sensitive items. The Council agreed that this could work moving forward. There was also extensive conversation discussing changing the time and date of the full Council meetings. Stefanie will send out a survey to gather everyone’s input on this topic.
- VI. Staff Report** – Staff members reported the following:
 - a.** Stefanie Lancaster reported:
 - i.** At the September Council meeting, the Council voted to sponsor the three following conferences at \$2,500 each of Stefanie could pay for the sponsorships via Intergovernmental voucher (IV) to spend the funds quickly before they were reverted to the federal government: NAMI Conference, Outside the Box Conference, and the Transition Conference. Stefanie notified the Council that she was able to pay the sponsorships via IV as stated above. Kristin, Stefanie and Rachel (DDC’s intern) were attended the NAMI Conference. Approximately 450 people were in attendance as well as approximately 35 vendors. Emmanuel attended the Outside the Box Conference. Emmanuel had stated that there were only five vendors and about 100 people in attendance. Michael Harris did state that there were other events going on throughout the state on the same date so that may have caused the decrease in attendance.

- ii. The Transition Conference is next Friday, December 13, 2019 at Dover Downs. All DDC staff will be attending the conference. If any members would be interested in attending or assisting to staff the exhibitor table, please let DDC Staff know.
- iii. Daniese McMullin-Powell had previously sent an email to staff inquiring what the Council was doing to support getting individuals with disabilities registered to vote. From this request, Rachel created a flyer to let the community know that the Council staff would be offering to help register people to vote. Rachel delivered this flyer to over 25 community organizations in the Kent County area. This flyer has also been posted on our Facebook page multiple times. There has been no response to date regarding a request relating to this flyer. Staff asks that all members please share this with your listservs and organizations you are a part of. Angie Mitchell stated that even though she follows the Facebook page and has put it on her personal page, she doesn't always see the content that we share. Angie asked if the Council could boost the post relating to the flyer. Emmanuel informed the Council that the flyer can be boosted, but a budget would need to be set to determine how much we want to spend on boosting the voting flyer to spread the word. Emmanuel and Stefanie will work together to complete this task. Katie Howe recommended sharing the flyer with the Columbus organization and Jen Tozer at Developmental Disabilities Services to ask their case workers to share with their clients. Nancy Lemus will share the flyer with the Hispanic community to help the Council connect with the Hispanic population. Stefanie will work to translate the flyer into Spanish.
- iv. In honor of the 50th anniversary of the National Association of Councils on Developmental Disabilities (NACDD), NACDD is working on an Oral History project to collect a diverse range of stories of individuals with disabilities and their triumphs and how the Council has played a role in their life. Anyone interested in sharing their story should visit the NACDD webpage for a link to send your stories in.
- v. At the last Executive Committee meeting, the committee asked that write a letter to Representative Kendra Johnson using information from letters that Laura Waterland wrote regarding a response about House Bill 164 that was introduced last legislative session that would codify the DDC into Delaware law. Kristin has written a letter and has sent it on to Representative Johnson. The response that Kristin received back was that Representative Johnson will let Kristin know what the next steps will be. The Council agreed to not pursue this any further unless it is introduced again this upcoming legislative session.
- vi. Kristin was recently contacted by the Criminal Justice Council (CJC) and the Statistical Analysis Center (SAC) to ask if a training could be developed and given to these organizations as they felt they didn't know much about how to interact with people with disabilities and understand the struggles that many may encounter. So, Kristin developed the training and presented this – along with Emmanuel and Rachel – to CJC and SAC. The feedback they received was nothing but raving reviews. The staff would like to ask the Council's blessing to offer this training to other organizations throughout the state. Other than the comment received to include information about Civil rights and the culture into the presentations, with a motion made by Laura Waterland and a second by Michael Harris, the Council voted unanimously to approve this request.
- vii. Stefanie stated the LIFE Conference will be held on January 29, 2020 at Dover Downs. If

any member is interested in attending, please let Stefanie know so that the Council can cover the registration fee.

- viii. An email was recently received on behalf of Secretary Walker asking for the Council's input on the Department of Health and Social Services (DHSS) Strategic Planning process and feedback about the plan thus far. A copy of the email with a link was sent to all members.
- ix. Teesie Bonk and Shawn Rowe have resigned from the Council. Jocelyn Langrehr will be replacing HarrietAnn Litwin as the Division of Vocational Rehabilitation representative on the Council as a required position per the DD Act. Welcome Jocelyn. Stefanie informed the Council that as of this point, our percentages are in line with our requirements – therefore it was recommended and approved by Council to not appoint any new members at this time.
- x. A copy of the 2020 meeting calendar was provided to all members present.
- xi. A copy of the proposed Bylaw revision was provided to all members for one final review and vote. With one minor edit, the Bylaws were approved by Council and will be updated on the DDC Website.

Kristin reported the following:

- a. NACDD has national policy calls monthly. The next policy call is December 10, 2019 from 2 PM to 3 PM. She also reminded the Council that on December 10, 2019 from 5 PM to 7:30 PM the Planned Parenthood, the contractor for the Healthy Sexuality contract, will be hosting the first Healthy Sexuality workshop at the Dover Public Library. Anyone that would like to attend must register.
- b. Kristin thanked the Council for sending her to the Mid-Atlantic ADA Center Conference recently held in Philadelphia. Kristin stated that there was a lot of useful and informative information provided at the conference and would highly recommend for more Council members to attend in the future.
- c. A Continuing Resolution signed by the President to keep the federal government running through the end of the year. As Council staff hears of any further updates, the Council will be notified.
- d. Kristin gave a contract status update. The Self-Advocacy RFP has been posted on the Government Support Services (GSS) website. There will be a pre-bid meeting on December 10, 2019. Kristin asked the Council to share this information with their networks. The pre-bid meeting will start at 11 o'clock at the GSS office in Dover. Disability Pride Day and Strategic Planning RFP's are also in process. The contractor for the Down Syndrome Alzheimer's project AB and C will be providing an update at the next Advocacy and Outreach committee meeting as well as Donna-Marie King for the Healthy Kids with Disabilities recreation initiative. Kristin also stated that she met some people from Disability Pride Day Philadelphia while attending the Mid-Atlantic ADA Conference. DDC Staff asked if they would like for the individuals from Philadelphia to come speak at a Council meeting. Council agreed. Staff will work to arrange this.

Emmanuel reported the following:

- a) No social media update was reported at this time.
- b) An event page has been created to help promote the LIFE Conference on Facebook. Council was asked to share this on their personal pages to get spread the word.
- c) A copy of the 2019 Annual report was provided to all members.

VII. Financial report – Stefanie reported a copy of the Federal Fiscal Year 2019 and 2020 reports were provided to all members. \$5,232.84 remains unspent of 2019 funds. Stefanie recommended that the ideal place to add these funds would be to the Partners contract. With the rates of the hotel room and food costs increasing this year, this would be an ideal place to add funds. With little discussion, the Council unanimously approved this request. Kristin will work on an amendment to obligate these funds. It was also requested that a column be added to the report to include renewal dates for contracts so that a vote can be taken on the funding obligation closer to the renewal dates.

VIII. Committee reports-

- a. **Personnel Committee** - Michael Harris reported that the Interview Selection Ad Hoc Committee will meet on December 5, 2019 to review resumes and decide on candidates to interview for the new DDC Executive Director position. Michael informed the Council that there were 10 candidates that met the qualifications and 15 that did not when they were initially screened by HR. However, all resumes will be reviewed. Michael made a motion to add Isabella Rivera-Green as an alternate to the interview panel. The Council voted unanimously to approve this motion. The committee will bring the top 3 candidates back to full Council after the interviews are completed for a final council vote.
- b. **Advocacy and Outreach committee** – Terri Hancharick reported the Healthy Sexuality workshops, presented by our current contractor – Planned Parenthood of Delaware, will be taking place Tuesday, December 10th, from 5:00 – 7:30 p.m. at the Dover Public Library in Dover. If you have not yet signed up to attend, please do so. Please share this widely.
- c. **Policy & Law** – Proposed position statement revisions were provided to Council. Rick asked Council to review and discuss so that we can take a vote to proceed. It was decided to wait to discuss these in further detail and vote at the January Council meeting.
- d. **Consumer Caucus** – Joseph Merritt Jr. was not present to provide a report at this time.
- e. **Partners Oversight** – Kristin notified all members Donna Marie King from Sage Strategy and Communications will be the contractor for the upcoming Partners program. Kristin stated that Donna Marie King has already started working on the marketing materials for the upcoming class of 2020. Kristin stated this class may not start until March or April depending on the availability of the Hilton Garden Inn. Kristin asked the Council if they know anyone that would like to apply to have them contact me directly at kristin.harvey@delaware.gov.

IX. Disability Pride Day – possible venue, people to invite, exhibitors, etc. – A copy of the scope of services for this project was provided to all members. Staff discussed the possibility of inviting Izzy Kaufman, who is part of the Disability Pride group in Philadelphia, to come to a meeting to share thoughts and brainstorm with the Council. Council voted to bring her to either the January or February meeting. Staff will work to get this arranged. Katie Howe also stated that Jen Toozer

with DDDS can also assist with some ideas. Staff will work on outreach to her as well.

- X. Other Council business** – Michael Harris discussed the idea of incorporating a Public Information Officer into the work we do to allow for the ability to share information on a wider base with the community. After some lengthy discussion, it was decided we can continue this discussion at a future meeting when an Executive Director is in place.

Daniese McMullin-Powell shared information about the upcoming Disability Policy Seminar being held on March 23-25th, 2020 in Washington, DC. Any members interested in attending were asked to send Stefanie an email so that she can meet with Rick and Michael for approval.

Terri Hancharick mentioned how many individuals with disabilities Mosaic brings to this event. It was recommended to bring a representative from Mosaic to a future meeting as well.

- XI. Adjournment** – The meeting adjourned at 8:25 p.m.

*****In accordance with 29 Del. C. 10004 (e)(2), this agenda was posted at least seven days in advance of the meeting.**

*****This agenda is subject to change to include the addition or deletion of items which may arise at the time of the meeting.**

*****Agenda items listed may be considered out of sequence.**